



ULPSU President

1. Jointly with the Vice President Academic and Vice President Engagement, represent postgraduate students at UL. Represent PSU members on UL's Governing Authority, Academic Council (jointly) and other boards and committees of the University, as required, operating a feedback/feed-forward loop between UL and its postgraduate students.
2. Be the primary spokesperson of the PSU and share responsibility for coordinating all PSU activities. With the consent of Executive, the President may establish subcommittees, which can include any member of the PSU.
3. Advocate for the best interests of and support UL postgraduate students.
4. Act in accordance with and uphold the PSU constitution.
5. Ensure the PSU Executive and Council are elected in accordance with the constitution.
6. Share overall responsibility for all PSU office records in liaison with the Vice President Academic, Vice President Engagement and Secretary-General.
7. Be a point of contact for postgraduate students who experience issues relating to welfare, accommodation or anything else that affects their student experience. If necessary, the President will identify the appropriate support service to improve the situation and support the student accordingly.
8. Be jointly responsible with the Vice President Academic and Vice President Engagement for initiating PSU policy in consultation with the postgraduate population through Executive, Council, General Meetings and, if necessary, referenda.
9. Collaborate with the Vice President Academic and Vice President Engagement to review and monitor the implementation of UL policies and procedures, such as the Student Complaints Policy & Procedures, Academic Regulations & Procedures and Student Charter.
10. Prepare reports with input from Executive, Council and PSU staff and present them on behalf of the PSU to the UL Governing Authority and other appropriate committees.
11. Ensure Executive and Council are elected in accordance with the constitution and that members receive necessary training and orientation about the PSU.
12. Attend all Executive and Council meetings and submit a report on work in progress or completed, including but not limited to goals, projects, achievements, issues and recommendations.
13. Fulfil the role of chairperson of Executive and General Meetings.
14. Collaborate with Executive and Council members and staff and empower them to carry out the tasks stipulated under their remit.

15. With the Secretary-General, oversee the PSU's financial affairs, be a co-signatory on the current account and approve purchases and financial transactions. In conjunction with the Secretary-General, ensure the PSU finances are accounted for in a clear, transparent and timely manner.
16. At the end of each financial year, submit the accounts to Executive for its approval. The accounts shall include all PSU income and expenditure for that financial year.
17. Report regularly to Executive on the PSU's financial state and, with the Secretary-General, write a report of income and expenditure after each semester.
18. As outgoing President, ensure that the accounts are submitted to the next AGM and next meeting of the incoming Executive.
19. Act reasonably and prudently in all matters and in the best interests of the PSU.
20. Exhaust existing policies and procedures within UL to address student issues in collaboration with UL personnel.
21. Facilitate the updating of the PSU website and the monitoring of the media platforms.
22. Develop and implement communication strategies to engage with students, staff, unions and other stakeholders.
23. With the other Sabbatical Officers, coordinate the initiation and implementation of student-led campaigns and ensure such campaigns are in line with PSU goals and objectives.
24. Facilitate a good working relationship between the PSU and postgraduate subgroups such as part-time, taught master's and research groups.
25. Be the primary PSU spokesperson and contact for all on- and off-campus media communication.
26. Perform such other functions as Executive or Council may determine.
27. Jointly with the Secretary-General and the other Sabbatical Officers, ensure that elections are conducted in accordance with the PSU constitution.
28. Deliver a clear and concise handover/induction to the incoming President during the two-week sabbatical officer handover period.
29. Be a full-time Sabbatical Officer. The President shall take a leave of absence from their studies for the duration of their tenure in the role and shall not engage in any employment that conflicts with, or impinges upon, their duties as PSU President.

*There may be edits to this job description prior to the start of the role.